

Position Description

National Research & Communications Project Manager (phase 1)

The National Research and Communications Project Manager will be responsible for delivering the Australian Greens election research and strategic communications program (phase 1) over the coming six-month period.

To be successful in this role you will be someone who has a deeply held commitment to environmental and social justice, and who is passionate about building a better future for all of us.

Expectations

- Manage a national research program including sourcing quotes, drafting research instruments and direct management of an external research provider to deliver research outputs.
- Summarise findings from the research and develop reports and presentations for key stakeholders to consider.
- Work with key stakeholders to generate key insights and recommendations for our communications strategy, based on these research findings.
- Work with key stakeholders to develop a key message guide for the Federal Election Campaign.
- Work with the team to deliver the refreshed 2021 National policy platform launch including the refreshed website.
- Advise on the iteration of messaging into advertising and support the creative process as requested.
- Develop and deliver research reports, presentations and training packs based on the key messaging guide.
- Support the national team to develop and execute internal engagement strategies that ensure key stakeholders are both informed about progress on key projects, and actively consulted in the process of developing the above.

Selection Criteria

- An understanding of, and commitment to, Greens principles.
- Demonstrated success in managing research programs to develop and inform a successful communications strategy and messaging guides.
- Demonstrated success in working with a team to deliver large-scale communications strategy across organic social media, outdoor and digital advertising, field, traditional media and influencer outreach.
- An understanding of communications strategy for online communications and field organising communications.
- Experience in managing large and complex projects.
- Demonstrated success in building and maintaining strong relationships and buy-in for a shared strategy with a diverse range of stakeholders.
- At least 8 years relevant professional experience.
- An appropriate Australian or New Zealand work visa (if applicable).

Bonus points for

- Experience in working in a federated organisation.
- Experience in working with and presenting to volunteer boards.
- Experience in election campaigns for an NGO or political party.
- Strong understanding of or direct experience in managing media and media strategy.

Relationship to Others

Directly supervised by: National Manager

Works closely with: The election staff team of the National Office,
The senior staff and communications team of the Federal Parliamentary Leader's Office,
State Directors and communications staff in Greens State and Territory offices,
The Australian Greens National Council.

Location

The role is ideally based in Melbourne, but we are open to flexible arrangements and remote working for the right candidate.

Conditions

This is a part time position (30 hours per week) for a fixed six-month period, with a possible extension to deliver subsequent phases of the program, upon successful completion of phase 1.

The position requires working with volunteer governance bodies as well as staff employed by the Greens around the country, and as such some irregular hours and weekend work will be required.

It is likely that most, if not all, work will be conducted remotely, however, there may be some interstate travel required to attend research sessions or governance meetings in person.

The position is subject to the conditions of the "The Australian Greens Staff Collective Agreement" and is classified under this agreement as a Professional.

The salary for this position is \$99,549 plus 9.5% superannuation.

Values

The Australian Greens aims to instil the following values as a reference for staff and volunteers as to what is important and beneficial to the activities of the organisation towards building and maintaining a positive culture, high-performance and strong leadership:

- Skilled – accomplishing amazing amounts of work, demonstrating consistently strong performance others can rely on, and making wise decisions.
- Resilient – maintaining calm in stressful situations, making tough decisions without excessive agonising, discovering practical solutions to hard problems, taking smart risks and being tenacious.
- Dynamic – seeking and creating new ideas that prove useful, learning rapidly and eagerly, keeping the organisation nimble by minimising complexity and finding time to simplify, focusing on great results rather than on process, exhibiting bias towards action and displaying a true "can do" attitude.
- Respectful – upholding the importance of what it means to be a member, treating all people with respect independent of their status, saying only things about fellow members that would be said to their face, working with others in the best interests of the organisation, listening well to better understand, making time to help other members and sharing information and advice openly and proactively.
- Courageous – questioning actions inconsistent with our values, inspiring others with a thirst for excellence, caring intensely about the organisation's success, admitting mistakes and being ego-less when searching for the best ideas.

Applications

The Australian Greens is committed to building a diverse and inclusive team and culture.

We strongly encourage applicants from a diverse range of genders, ages, sexual orientations, cultures, language groups, abilities, and experiences to apply.

Applications must include a CV and separate statement addressing all the selection criteria included in this position description.

Applications should be emailed to national.manager@greens.org.au with the subject line: [your name] – National Research & Communications Program application.

Enquiries to the National Manager, Brett Constable by phone 02 6140 3219 or email to national.manager@greens.org.au

The closing date for applications is Thursday 17 September, 2020.